

**COMMUNITY BASED ORGANIZATION/
PREVENTIVE HEALTH GRANT FUNDS PROGRAM
REQUEST FOR APPLICATION**

I. INTRODUCTION

Purpose: The Community Based Organization/Preventive Health Grant (CBO/PHG) programs provide funding for local programs/projects that support and complement (not duplicate) the efforts of the County's health and human services departments in promoting the health and well-being of the community, encouraging behaviors and activities that focus on enabling County residents to reach and maintain optimal health, stability, and independence.

Source and Amount of Funding In fiscal year (FY) 2010-11, a total of \$1,766,438 in grant requests were received.

The Community Based Organization grant program receives its funding from the County General Fund. A total of \$722,100 was distributed to community based non-profit organizations in FY 2010-11.

The Preventive Health Grant program receives its funding from a lawsuit settled by the tobacco industry in 1998. In FY 2010-11, \$366,500 was awarded for preventive health grants.

The total amount of funds available for the FY 2011-12 CBO/PHG Grant Program has not been determined as of the release date of the RFA.

Timeline and Process: The Request for Application (RFA) is being released on **December 10, 2010**. Completed applications (including the correct number of copies and electronic filings) will be accepted until **January 31, 2011 at 5:00 p.m.** (no postmarks accepted). **NOTE: Incomplete or late applications and/or electronic submittals will not be accepted.** The CBO/PHG Grant Committee will evaluate the applications and their subsequent recommendations will be considered by the Board of Supervisors during the County annual budget hearings in June 2011. Once the Board has approved funding, executed agreements will be expected to begin at the start July 1, 2011.

II. ELIGIBILITY

Both public and private nonprofit organizations may apply. **Nonprofit organizations must have their non-profit status at the time of application.** Programs/projects must be carried out in San Luis Obispo County and serve only San Luis Obispo County residents.

Applicants must offer their services to all residents of the County of San Luis Obispo, regardless of race, religion, ethnic background, mental or physical handicap, or other socioeconomic factors.

III. REVIEW AND SELECTION CRITERIA

Local programs/projects must support and complement (not duplicate) the efforts of the County's health and human services departments in promoting the health and well-being of the community, encouraging behaviors and activities that focus on enabling County residents to reach and maintain optimal health stability and independence.

Programs/Projects will be reviewed and prioritized, among other things, on:

1. Local need;
2. Funding sources, including funds received from other County sources (i.e. Probation Department); ability to leverage the grant funds;
3. Program/project goals, results, outputs/outcomes; if applicable, projected results from prior year;
5. Program cost compared with number of people served;
6. Geographic distribution of services;
7. Percentage of requested funding being used for direct services;
8. Program/project sustainability with funds granted;
9. Collaboration with other community based agencies and County departments;
10. Organizational cultural competency.

Program/project funding shall not be used to supplant other revenue sources.

IV. REQUEST FOR APPLICATION REQUIRED COMPONENTS

Organizations that normally submit separate applications for various projects/programs carried out by their organization are encouraged to submit one application. The maximum number of pages for this section is **two (2) doubled sided (four (4) single sided equals two (2) doubled sided pages)** excluding the cover sheet, scope of work or work plan, budget, budget narrative and organizational budget.

The application should be submitted in the following order:

Cover Sheet:

- A. Application must have a **COVER SHEET** (example attached), which clearly identifies:
 - 1. Project Title
 - 2. Organization/Agency Name
 - 3. Executive Director and/or Program Contact Person
 - 4. Address
 - 5. Phone number
 - 6. E-mail address
 - 7. Amount of funds being requested
 - 8. If applicable, funds received in the prior year (or most recent fiscal year when funds were received)
 - 9. A brief (50 words or less) description of proposed project

Program/Project Information:

The application must contain the following information:

- 1. Briefly describe your organization and its mission.
- 2. Summarize your program/project by providing a brief description.
- 3. How is the program or service beneficial to County residents?
 - A. How does it complement and collaborate with existing efforts?
 - B. Describe how the proposed program or service is different than health and human services programs provided by the County or other community based organizations?

- C. How was the local need for this program/project determined?
- 4. Describe your organizational capacity to successfully carry out the proposed activities (i.e. past performance and history of the organization will be considered in order to assess the agency's prospects for achieving its goals and objectives).

Scope of Work or Work Plan:

The following information should be provided in the format as shown below.

5. **FY 2011-12 Scope of Work or Work Plan:**

Your scope of work or work plan should answer these questions:

- A. What are the program/project goals?
- B. How will those goals be achieved including time frame?
- C. How will you measure results?

An electronic version of the scope of work or work plan should also be submitted separately from the complete application.

6. **FY 2010-11 Program Results:** All requests from agencies that received Preventive Health or Community Based Organization grant funds in FY 2009-10 must specify actual program results attained to date as well as projected results for the balance of the fiscal year. Results must be described in meaningful, measurable terms.

EXHIBIT A
SCOPE OF WORK/WORK PLAN FORMAT

Grant Funds Received in Fiscal Year 2010-11 (if applicable)

Program/Project Summary: _____

Goal/Objective	Major Tasks (in order to achieve goal)	% of Goal Achieved
Program/Project OUTPUTS:		
Program/Project OUTCOMES:		

Requested Grant Funds in Fiscal Year 2011-12

Program/Project Summary: _____

Goal/Objective	Major Tasks (in order to achieve goal)	Timeline
Program/Project OUTPUTS:		
Program/Project OUTCOMES:		

SCOPE OF WORK/WORK PLAN

Results:

A meaningful, measurable result will demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people receiving the service.

OUTPUT results show the amount of work performed or services received - e.g. number of patients treated, number of meals served, number of childcare slots created, etc.

Output Measures: 500 people will participate in health screening clinics and receive referrals for follow-up when indicated.

75 people will be enrolled in Healthy Families MediCal program to improve utilization of health services.

XX number of meals will be served to seniors during the year.

OUTCOMES show the quality of performance and answer the question: who is better off by doing this project? Here are some examples:

Outcome Measures: At least XX% of smokers who participate in services will successfully quit using tobacco.

XX% of clients that receive substance abuse treatment services and is drug and alcohol free one year later.

XX% of program participants in the prevention program will demonstrate their commitment to an alcohol and drug-free lifestyle.

Program/Project Budget:

7. **PROGRAM/PROJECT BUDGET:**

The following information should be provided in the format as shown below.

An electronic version of the project budget and budget narrative should also be submitted separately from the complete application.

A. A one (1) page budget narrative is required that:

1. Describes each line item;
2. Explains changes in funding requests;
3. If these funds will be used for a **community** match required by other funding sources, please list the other funding source, and the amount of the match required.

B. Provide a budget that includes the following information:

1. A description of all sources of funding for the proposed program/project, including funding received from County sources or those not secured;
2. Identifies the part of the proposed program/project the requested funds will be used for.

C. If your organization is submitting one application for multi-programs/projects, please submit a separate budget for each program/project request.

D. A current year organizational budget. If the applicant is a County department, please submit your current fiscal year line item actuals.

Request for Application - FY 2011-12
PROGRAM BUDGET REQUEST FORM

	Project Expense	Grant Budget Requested	Other Funding Available* Amount & source
I. PERSONNEL EXPENSES (associated with the proposed project)			
Subtotal – Personnel Expenses			
II. OPERATING EXPENSES (associated with the proposed project)			
Subtotal – Operating Expenses			
III. INDIRECT @_____ OF PERSONNEL			
Total Grant Project Expenses			

*List in this column all agency funds available to support the project. Indicate with a “@” next to the amount that are in-kind and a “NS” for those not yet secured.

General Application Information

1. All applications should be clear, concise and complete. **NO** additional information will be accepted past the **January 31, 2011** deadline unless specifically requested by the County.
2. Application must be submitted on 8.5 x 11 plain white paper with a **maximum** of **TWO (2) DOUBLE SIDED PAGES** (i.e. four (4) single-sided pages equal two (2) double sided pages) ***excluding***
 - the cover page
 - scope of work or work plan
 - budget and budget narrative
 - organizational operating budget
3. Only the following documents should be submitted in electronic format (e.g. Word, WordPerfect, and PDF) to nschmidt@co.slo.ca.us.
 - Application
 - scope of work or work plan
 - budget and budget narrative

Please do not send copies of the information required in item #11 electronically.

4. A font size no smaller than 12 pt. must be used (no exceptions).
5. All pages in the application should be numbered consecutively.
6. Proposals should be stapled only without binding, binders or folders.
7. Please DO NOT include letters of references, brochures or flyers. If necessary, this information will be requested at a later date.
8. All costs associated with the preparation and submission of this application will be borne by the applicant.
9. All applications become the property of the County of San Luis Obispo, and will become public information after the submission deadline.
10. **One (1) stapled original PLUS EIGHT (8), for a TOTAL OF 9, stapled copies of the application, plus an electronic copy (see #3 above), must**

be received by January 31, 2011 at 5:00 p.m. NOTE: Incomplete or late applications and/or electronic submittals will not be accepted. POSTMARKS WILL NOT BE ACCEPTED. Applications should be submitted to the address delineated below. At the time the application is received by the County, it will be date and time stamped and recorded.

**County Administrative Office
ATTN: Nikki Schmidt
Room D430, County Government Center
1055 Monterey Street
San Luis Obispo, CA 93408**

Any questions regarding the RFA or process should be directed to Nikki Schmidt of the County Administrative Office at 781-5011.

11. Please attach **ONE COPY** of the following:
- A. Key program personnel (include a short description of their background).
 - B. Board of Directors of your organization and relevant advisory boards (please include member affiliations.)
 - C. Adopted organization policy or statement on inclusion, diversity, or affirmative action.
 - D. Tax-exempt status documentation. If your organization name appears on the attached list, you are not required to provide tax-exempt documents. If there has been a change in your tax-exempt status, please provide the updated documentation.

A

AAA (SEE TRI-COUNTY COMMISSION)
Adelaida Historical Foundation
AIDS Support Network
Alzheimer's Disease/Related Disorders Assoc
American Red Cross
Arroyo Grande Valley Harvest Festival Assoc
Arts Council (SLO)
Aspiranet
Assistance League
Atascadero Art Association
Atascadero Chamber of Commerce
Atascadero Colony Days Committee
Atascadero Community Link
Atascadero Community Services Foundation
Atascadero Educational Foundation, Inc.
Atascadero High School Grad Nite Committee
Atascadero (HS) Greyhound Athletic Fndtn
Atascadero Historical Society
Atascadero Lions Club
Atascadero Loaves and Fishes
Atascadero Main Street Association
Atascadero Recreation Center Committee
Avila Beach Community Foundation

B

Basin Street Regulars (CCoast Hot Jazz Soc)
Big Brothers Big Sisters of SLO County
Blessed Creatures, Inc.
Boys and Girls Club of North County
Boys and Girls Club of South County
Boys Scouts of America
Boys Scouts of America - Las Padres Council

C

Calif Mid-State Fair Heritage Fndtn
Cambria Adult Res Education& Supp (CARES)
Cambria Anonymous Neighbors
Cambria Chamber of Commerce
Cambria Connection
Cambria Historical Society
Cambria Youth Center
Court Appointed Special Advocates (CASA)
Casa Solana, Inc.
Cayucos Senior Citizens Club
CCoast History Foundation
CCoast Com for Sr Citizens-See Tri-Counties
CCoast Neurobehavior Ctr, Inc. (OPTIONS)
CCoast Parkinson Support Group
CCoast Veterans Memorial Museum
Child Abuse Preventive Council (SLO)
Child Development Center (SLO)
Children's Health Initiative of SLO, Inc.
Community Action Partnership of SLO County
Community Counseling Centers
Com Health Ctrs Central Coast (CHCCC)
Community Health Foundation (SLO)

Cuesta College Foundation

D

Dana Adobe Nipomo Amigos Inc.
Dinosaur Caves Preservation Society

E

Easter Seal Society
E.F. Intercultural Foundation, Inc.
Environmental Center of SLO
Enhancement, Inc.
Estrella Warbirds Museum, Inc.

F

Five Cities Meals on Wheels
(SLO) Foster Parent Assn.
Friends of the Adobes, Inc.
Friends of the Elephant Seals
Friends of the Piedra Blancas Lighthouse
Friends of the Nipomo Library
Friends of Price House
Friends of the SLO Botanical Gardens
Friends of the Shell Beach Library
Friends of the Santa Margarita Library
Fndtn for SLO Co Public Libraries

G

Gatehelp, Inc.
Gilbert Reed Ballet
Girls Scouts of Tres Condados
Grover Beach Comm Library

H//J/K

Habitat for Humanity for SLO County
Harvest Bag, Inc.
Helping Hands Resource Center
Homeless Housing Project
Hospice of SLO County
Hotline of SLO County
(The) Institute for Sustainable Living

L

Land Conservancy of SLO County
League of Women Voters
Latino Outreach Council
Legal Alternatives (SLO)
LifeSpan Foundation for Human Svcs
Life Steps Foundation, Inc.
Lifestyles Recovery Center, Inc.
Lioness Club of Cayucos
Long Term Care Ombudsman Services
Los Osos Baywood Park CofC
Los Osos Community Organization
Los Robles Mobilehome Estates HOA

M

Marine Toys4Tots Fndtn/Marine Corps League
Morro Estuary Greenbelt Alliance
Mothers for Peace (SLO)
Mozart Festival
Music and the Arts for Youth (MAY)

N

National Exchange Club
National Alliance for the Mentally Ill
Natural History Assoc of SLO
Nipomo Area Rec. Assoc.
Nipomo Chamber of Commerce
North Coast Adv Council
North County Connection
North County Farmers Market
North County Women's Resource Center

O

Oceano/Halcyon Advisory Committee
Olde Towne Nipomo Association, Inc.

P/Q

Partnership for the Children of SLO County
Paso Robles ACORN
Paso Robles Arts Foundation
Paso Robles Chamber of Commerce
Paso Robles HS Safe & Sober Grad Nite
Paso Robles Loaves and Fishes
Paso Robles Pioneer Day
Project Amend, Inc.

R

Railhead Riders, Inc.
Ride-On Transportation
Rotary Club of Pismo Beach/Five Cities
Rotary Club of Templeton

S

SLO Access, Inc.
SLO Agricultural Education Committee
SLO Alpha, Inc.
SLO Chapter 170 of Experimental Aircraft Assn
SLO Co Child Abuse Prevention Council
SLO Co Fire Safe Council
SLO Co Firefighters Benevolent Association
SLO Co National Alliance for the Mentally Ill (NAMI)
SLO Co Sheriff's Advisory Council
SLO Co Symphony Association
SLO Co Visitors and Conference Bureau
SLO Council of Governments (SLOCOG)
SLO Green Build
SLO Film Festival

SLO Little Theatre
SLO Parks Open Space & Trails (SLOPOST)
SLO Vintners & Growers Association
Santa Margarita Area Senior Citizens Club
Senior Legal Alternatives, Inc.
Senior Nutrition Program
Senior Volunteer Services (RSVP)
Sexual Assault Recovery & Prev Ctr (SARP)
South Bay Community Center
South Bay Sr People Helping People
South Co Family Educational & Cultural Ctr
South Co Historical Society
South Co People's Kitchen
South Co Performing Arts Ctr
South Co Retired Employees' Association
South Co Youth Coalition, Inc.

T

Templeton Chamber of Commerce
Templeton Community Services District
Templeton Kiwanis Club
Transitions-Mental Health Assoc., Inc. (SLO)
Tri-County Com for Sr Citizens (AKA AAA)

U

United Way of SLO County
University of California, Regents

V/W

Wilshire Foundation, Inc. (Sr Peer Counseling,
Caring Callers)
Women's Community Center of SLO County
Women's Shelter Program

X/Y/Z

YMCA
Zoological Society